



UNITED STATES MARINE CORPS

MARINE RESERVE FORCE, FMF, USMCR
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

ForO P1040.1

G-1M

13 MAY 1993

ORIGINAL

FORCE ORDER P1040.1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RECRUITING AND RETENTION
(SHORT TITLE: RECRUITING AND RETENTION SOP)

Ref: (a) MCO P1100.72
(b) MCO P1040.31
(c) MCO P1040R.35

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate procedures for the conduct of Recruiting and Retention programs within the Marine Reserve Force (MARRESFOR) as required by the references.

2. Action. Implement and follow the procedures contained in this Manual.

3. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commanding General, MARRESFOR (G-1M) via the chain of command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.

M. A. SEXTON
Chief of Staff

DISTRIBUTION: B

13 MAY 1993

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR RECRUITING AND RETENTION
(SHORT TITLE: RECRUITING AND RETENTION SOP)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

RECRUITING AND RETENTION SOP

RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

RECRUITING AND RETENTION SOP

CONTENTS

CHAPTER

- 1 INTRODUCTION
- 2 PERSONNEL
- 3 ORIENTATION NPS/PS
- 4 RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM
- 5 CAREER PLANNING MANAGEMENT
- 6 REENLISTMENTS, EXTENSIONS, AND WAIVERS
- 7 INCENTIVES
- 8 OPTIONS

RECRUITING AND RETENTION SOP

CHAPTER 1

INTRODUCTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
ORGANIZATION	1000	1-3
RESPONSIBILITIES	1001	1-3

RECRUITING AND RETENTION SOP

WASHINGTON

Seattle (Landing Support/Headquarters Bn)
Spokane (Artillery)
Tacoma (Bulk Fuel)
Whidbey Island (Aviation/Aviation Support)
Yakima (Tanks)

WEST VIRGINIA

South Charleston (Combat Engineer)
Wheeling (Infantry)

WISCONSIN

Green Bay (Aviation Support)
Madison (Infantry)
Milwaukee (Infantry)

PUERTO RICO

San Juan (Landing Support)

Figure 8-1.--List of SMCR Locations--Continued.

RECRUITING AND RETENTION SOP

CHAPTER 1

INTRODUCTION

1000. ORGANIZATION. The Marine Corps Reserve Recruiting and Retention program is a multifaceted program. It encompasses several areas of responsibility and involves the efforts of many dedicated individuals. To work effectively, it demands the full cooperation and attention of every individual in the process.

1001. RESPONSIBILITIES

1. Commanding General, Marine Reserve Force. The Commanding General is responsible for maintaining viable Career Planning Programs within the MARRESFOR. Consideration of present and future demands for personnel provides the guidance for the MARRESFOR's Recruiting and Retention programs. By maintaining a comprehensive program, critical shortages of Military Occupational Specialties (MOS) vital to the command's readiness may be prevented. Command attention at all levels and good organization are the key elements in the conduct of an effective recruiting and retention program.

2. MARRESFOR Recruiting and Retention Officer. The MARRESFOR Recruiting and Retention Officer is responsible for the following:

- a. Knowledge of current enlisted Table of Organization (T/O) requirements.
- b. Knowledge of Non-Prior Service (NPS) and Prior Service (PS) Selected Marine Corps Reserve (SMCR) enlistment requirements.
- c. Knowledge of SMCR reenlistment requirements.
- d. Knowledge of active duty reenlistment requirements.
- e. Submission of active duty and Reserve Career Planning Reports.
- f. Endorsement of SMCR Reenlistment Waiver Requests, Requests for Service Beyond 20 Years, and Enlistment Waivers.
- g. Submission of all recruiting plans.
- h. Submission of any changes to the recruiting plans.

i. Training of all career planning personnel.

3. MARRESFOR Career Planner. The MARRESFOR Career Planner will perform the following duties:

a. Monitor the submission of the quarterly SMCR Career Planning Reports.

b. Monitor the submission of the monthly Regular Career Planning Reports and submit a consolidated report to CMC MMEA-6.

c. Screen, route, prepare brief sheets and endorse all:

(1) Requests for Service Beyond Twenty Years.

(2) Requests for Waiver of Marine Corps Reserve Reenlistment Requirements.

d. Compile and monitor the NPS and PS Recruiting Plans.

e. Prepare required NPS Enlistment Waiver Requests.

f. Screen all requests for modification to any Manpower plan.

g. Provide school seat assignment for the Career Planning School.

h. Provide requested command assist visits for training of Reporting Unit and SMCR unit career planning personnel.

i. Maintain a working dialogue with all Reporting Unit Career Planners.

j. Provide refresher training for Reporting Unit and SMCR Unit Career Planners.

k. Conduct inspections in the area of career planning.

l. Provide updates on all required information to Career Planning Officers/Career Planners.

m. Provide support as MARRESFOR point of contact for coordinating and monitoring all career planning material.

n. Assign referral credit mission to subordinate commands.

o. Monitor and compile the monthly Referral Credit Reports for quarterly submission to HQMC.

4. Reporting Unit Commander. Each Reporting Unit Commander is responsible to the Commanding General for maintaining an active Recruiting and Retention program. The Reporting Unit Commander should ensure that SMCR Unit Commanding Officer/Officers in Charge comply with the provisions of this SOP. An "open door" policy between the Reporting Unit Commander and the Reporting Unit Career Planner will help prevent misunderstandings, confusion, and delays. This policy is essential for a successful Recruiting and Retention program.

5. Reporting Unit Recruiting and Retention Officer. The Reporting Unit Recruiting and Retention Officer will perform the following duties:

- a. Monitor current T/O requirements.
- b. Maintain familiarity with reenlistment standards.
- c. Supervise the efforts of the reporting unit Career Planner.
- d. Keep the Reporting Unit Commander informed of unit strength and reenlistment rates.
- e. Monitor submission of reports required by the SOP.

6. Reporting Unit Career Planner. The Reporting Unit Career Planner will perform the following duties:

- a. Provide guidance and information to all Marines in the command.
- b. Maintain files on all Regular and FTS Marines within the command per instructions contained in this SOP.
- c. Supervise the SMCR Unit Career Planners.
- d. Review SMCR unit files periodically.
- e. Conduct training for SMCR Unit Career Planners.
- f. Keep the Reporting Unit Commander informed about Career Planning interviews.
- g. Submit required reports to CG, MARRESFOR in accordance with this SOP.
- h. Maintain current copies of this SOP, MCO P1040.31, MCO P1040R.35, MCO 7220.24, and MCO 7220R.38.

7. SMCR Unit Commanding Officer/Officers in Charge. The SMCR Unit Commanding Officer/Officer in Charge will conduct a personal interview with each Marine approaching one year of obligated service remaining, or at other times as necessary. The Unit Commanding Officer/Officer in Charge should maintain an "open door" policy with the SMCR Unit Career Planner to ensure prompt reporting of personnel problems which may affect retention. Problems which could prevent a good Marine from reenlisting should be sought out and discussed.

8. SMCR Unit Career Planning Officer. The SMCR Unit Career Planning Officer is responsible for the following:

- a. Must be familiar with current T/O requirements of the unit.
- b. Must be familiar with reenlistment standards.
- c. Supervise SMCR Unit Career Planner.
- d. Update SMCR Unit Commanding Officer/Officer in Charge.
- e. Monitor submission of reports required by this SOP.
- f. Establish and maintain an active sponsorship program for newly joined Marines.

9. SMCR Unit Career Planner. The SMCR Unit Career Planner is responsible for the following:

- a. Must be knowledgeable of join programs and policies.
- b. Establish and maintain files on Marines in the unit per instructions contained in this SOP.
- c. Interview Marines at prescribed times to determine eligibility for retention.
- d. Provide information and assistance to Marines concerning career paths within the Marine Corps Reserve.
- e. Keep the SMCR Unit Commanding Officer/Officer in Charge informed of retention efforts and schedule the one year interview, as well as any additional required interviews.
- f. Monitor unit morale.

g. Assist the SMCR Unit Career Planning Officer in establishing and maintaining an active sponsorship program for newly joined Marines.

h. Monitor incentive programs.

i. Submit required reports in accordance with this SOP.

j. Maintain current copies of this SOP, MCO P1040R.35 and MCO 7220R.38.

10. Officers and SNCO's. Although the responsibility for a successful recruiting and retention program rests directly with the SMCR Unit Commanding Officer/Officer in Charge, it must be emphasized that each officer and staff noncommissioned officer is an important link in the recruiting and retention of Marines, both Regular and Reserve.

RECRUITING AND RETENTION SOP

CHAPTER 2

PERSONNEL

	<u>PARAGRAPH</u>	<u>PAGE</u>
ASSIGNMENT	2000	2-3
WORKING AREA	2001	2-4
UNIFORM	2002	2-4
TRAINING	2003	2-4

RECRUITING AND RETENTION SOP

CHAPTER 2

PERSONNEL

2000. ASSIGNMENT

1. Reporting Unit Recruiting and Retention Officer. Because of the importance of the Recruiting and Retention program, Unit Commanders shall assign in writing an officer as the Recruiting and Retention Officer. It is the responsibility of the Reporting Unit Recruiting and Retention Officer to ensure the success of the Reporting Unit Commander's Recruiting and Retention program.

2. Reporting Unit Career Planner. Will be assigned by CMC via selection from the FTS Board.

3. SMCR Unit Career Planning Officer. SMCR Unit Commanding Officer/Officer in Charge will assign, in writing an Officer as the Career Planning Officer to ensure the success of the career planning program.

4. SMCR Unit Career Planner. SMCR Unit Commanding Officer/Officer in Charge will assign, by special order, a highly motivated, enthusiastic, and qualified SNCO or NCO to be the Career Planner. Each MARRESFOR subordinate command, group, unit or detachment which is authorized a Commanding Officer/Officer in Charge will have a Career Planner assigned. If a T/O and line number does not exist for a Career Planner, then one will be assigned as an additional duty. SMCR Unit Commanding Officers/Officers in Charge should make every effort to ensure that quality personnel are assigned as SMCR Unit Career Planners. To be effective, the Career Planner should be assigned for at least three years. When replacing a Career Planner, a sufficient turnover for training should be allowed. Before selecting a Career Planner, SMCR Unit Commanding Officers/Officers in Charge should consider the traits outlined below:

- a. Desire to be a Career Planner.
- b. Appropriate MOS or background in Career Planning or Recruiting.
- c. Occupation in the civilian community of a similar nature. (Counselor, sales, human relations, etc.).
- d. Favorable appearance.
- e. Respectability.
- f. Conscientiousness in the performance of duties.

- g. Enthusiasm for the Reserve program.
- h. Appropriate grade commensurate for the billet.

5. Additional Career Planning Personnel. Individual Units with 200 or more personnel and higher headquarters are encouraged to have additional Career Planning personnel to assist in career planning issues.

2001. WORKING AREA

- 1. Whenever possible career planners should be provided working spaces which are private, yet accessible. Privacy for interviews is essential. Accessibility is also necessary to advertise the command's interest in retention.
- 2. The use of posters and bulletin boards, as well as other creative methods of advertisement throughout the unit, are encouraged.
- 3. The overall decor of the Career Planning office should reflect pride and enthusiasm for Corps and Country.

2002. UNIFORM. Career Planners are authorized and encouraged to wear the Dress Blue Uniform in the performance of their duties. This uniform distinguishes Career Planners in their critical billet and enhances their image.

2003. TRAINING. Formal training for Career Planners are mandatory. Quotas will be advertised as they become available. Additionally, SMCR Career Planners will complete a two week Reserve Career Planning Course. This course will be conducted at NAS Norfolk, VA. Also, regional seminars may be conducted throughout the year to provide SMCR Career Planners with current information on Recruiting and Retention policies and procedures.

RECRUITING AND RETENTION SOP

CHAPTER 3

ORIENTATION NPS/PS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL .	3000	3-3
SECTION 1: NONPRIOR SERVICE (NPS)		
NONPRIOR SERVICE ACCESSIONS	3100	3-5
CATEGORY "P" (CAT "P") PROGRAM. .	3101	3-6
INCREMENTAL IADT (IIADT). . . .	3102	3-7
THE POST IADT BRIEFING. .	3103	3-8
SECTION 2: PRIOR SERVICE (PS)		
PRIOR SERVICE JOINS	3200	3-11
JOINING AUTHORITY AND DOCUMENTATION	3201	3-11
PRIOR SERVICE TRAINING ASSIGNMENTS (PSTA).	3202	3-13
SECTION 3: SPONSORSHIP PROGRAM		
SPONSORSHIP PROGRAM	3300	3-17
FIGURE		
3-1 NONPRIOR SERVICE RESERVE ORIENTATION CHECKLIST.		3-20
3-2 STATEMENT OF UNDERSTANDING (ROEP).		3-22
3-3 STATEMENT OF UNDERSTANDING (IIADT) .		3-26
3-4 PRIOR SERVICE NEW MEMBER WORKSHEET . .		3-30
3-5 SAMPLE LETTER ON A RESERVE ENLISTMENT CONTRACTUAL PROBLEM.		3-32

RECRUITING AND RETENTION SOP

CHAPTER 3

ORIENTATION

3000. GENERAL. The success of the SMCR program is largely dependent upon its members. High morale can be expected to produce positive results. This chapter offers guidance on how to ensure that each reservist is properly prepared to assume and fulfill his/her reserve commitment. The essential elements of a successful Recruiting and Retention program are fairness of treatment and fulfillment of all contractual obligations.

RECRUITING AND RETENTION SOP

CHAPTER 3

ORIENTATION NPS/PS

SECTION 1: NONPRIOR SERVICE (NPS)

3100. NONPRIOR SERVICE ACCESSIONS

1. Within 30 days of contracting, each enlistee should be taken by the recruiter to the reserve unit for orientation briefings. These briefings will normally be conducted by the Reporting Unit Commander or the Reporting Unit Career Planner and will explain the mission of the unit and the enlistee's potential MOS assignment. On an exceptional basis, the Recruiting Station Commanding Officer or a senior member of his staff may brief enlistee(s) who must ship within 10 days of contracting. The MEPS Liaison NCO will note in the "remarks" section (Block 39) of DD Form 1966 when the brief occurred and by whom it was conducted.

2. A Nonprior Service Reserve Orientation Checklist (figure 3-1) will be completed during the orientation briefing. A copy will be kept by the Career Planner for reference and review by both the Career Planner and the enlistee upon completion of initial active duty for training (IADT).

3. The following topics will be covered during the orientation to ensure that the enlistee fully understands what is considered satisfactory participation in the SMCR program.

a. Specific emphasis shall be placed on the enlistees obligated drilling portion of the program selected (i.e., under the 6x2 program, the enlistee must drill 6 years with an SMCR unit, having the option to spend the last two years in the Individual Ready Reserve).

b. The MOS for which the individual was recruited and its prerequisites (i.e., ASVAB scores, vision acuity/color vision, eligibility for required security clearance, etc.).

c. The scheduled timetable for MOS training completion.

d. Verify that the enlistee has been assigned a Quota Serial Number (QSN) for MOS training and that the QSN/MOS matches the obligated MOS (See the NPS recruiting plan for the year during which the enlistee will ship).

e. Ensure that the enlistee understands the terms of the enlistment contract to include the component code.

f. Verify the amount of bonus and payment schedule obligated under the Selected Reserve Incentive Program (SRIP), if applicable.

g. Verify that the enlistee lives within a reasonable commuting distance of the reserve unit as defined in MCO P1001R.1 and has adequate transportation to attend monthly drills. Requests for waivers to the 50/100 mile recruiting radius limit or the 1.5 hour/3 hour commuting limit, whichever comes first, may be submitted by Recruiting Stations via their District Headquarters to the CG, MARRESFOR, (G-1M). Such requests will include a copy of the applicant's Orientation Checklist and an endorsement from the Reporting Unit Commander explaining why approval of the request would benefit the SMCR unit.

h. Give the enlistee a unit point of contact (POC) to include address and telephone number.

i. Require the enlistee to send his/her military address to the unit POC as soon as possible after arrival at recruit training.

j. Provide a unit drill and ATD schedule to the enlistee.

k. Inform the enlistee of the projected work section assignment and arrange a tour of the work area.

l. Explain post IADT duties.

m. Assign sponsor in accordance with this SOP (para 3300).

4. Any discrepancies between written documents and what the enlistee states was "promised" will be brought to the attention of the Recruiter and Recruiting Station's Commanding Officer immediately. A copy of the NPS Reserve Orientating Brief Sheet, with noted discrepancies, will be forwarded to CMC (Code MR) for resolution, via CG MARRESFOR, (G-1M).

3101. CATEGORY "P" (CAT "P") PROGRAM

1. Once individuals are enlisted into the SMCR they may choose to participate in the CAT "P" Program. The CAT "P" Program entitles the enlistee to participate in up to twelve months of drills prior to shipping for recruit training. Pay and promotion incentives are available and may be earned as described in MCO 1500R.5. Benefits to the SMCR program are reflected by the fact that:

a. CAT "P" participants returning from recruit training highly motivated than non-CAT "P" participants.

b. CAT "P" participants are less likely to become "shirkers".

2. CAT "P" participants should be encouraged to participate in the maximum number of authorized drills prior to reporting on active duty for recruit training. It is imperative that training personnel at the report unit prepare an interesting and challenging schedule for these individuals. This schedule should parallel the Essential Subject Training to be taught at the recruit training depot. Physical training should also be initiated and participants may be introduced to a basic level of experience in their contracted MOS.

3. The result of this training is a highly motivated, physically fit, more informed recruit reporting to recruit training, and upon completion of IADT, a better trained, more enthusiastic Marine is returned to his/her respective SMCR unit. Overall, CAT "P" personnel have fewer misunderstandings about drill scheduling and basic reserve requirements. Aggressive utilization of the CAT "P" Program throughout the command can increase the effectiveness and efficiency of the SMCR program by assisting in the reduction of personnel attrition.

3102. INCREMENTAL IADT (IIADT)

1. This program is open to full time students or high school seniors who have been accepted for full time enrollment in a junior college, major university, or trade school. This recruiting opinion permits the enlistee to schedule active duty for training in three separate stages. The first stage is recruit training for approximately 84 days. The second stage is MOS training. IIADT recruits must leave home by 5 June in order to return home for the fall semester NLT 25 August. The third stage is the 28-day Marine Combat Training Program conducted at the School of Infantry. This stage is scheduled during the third summer and normally falls between the sophomore and junior year of college.

2. A letter of acceptance from the college, university or trade school must accompany the package for entrance into the IIADT program. Ensure that the institution to be attended is within a reasonable commuting distance (50-100 miles).

3. The SMCR Unit Career Planner will track IIADT recruit training progression by using the "Tickler Card" file system as described in paragraph 5301.4.

4. On or about 1 February each year the Entry Level Training Assignment (ELTA) section at CMC (MRRE) notifies the CG, MARRESFOR of all IIADT personnel pending training assignments (2d and 3d increments) by name, current class date, and assigned QSN.
5. The IIADT Marine will receive pertinent information concerning summer training during April of the training year.
6. In the event a disqualifying factor arises prior to the second IIADT increment, the reporting unit Commander will ensure that ELTA is notified so that an alternate MOS/training schedule may be provided. An information copy of this notification will be provided to the CG, MARRESFOR.

3103. THE POST IADT BRIEFING

1. After completing IADT and returning to the SMCR unit, newly trained Marines will receive an orientation briefing from the SMCR Unit Commanding Officer/Officer in Charge or, on an exceptional basis from the SMCR Unit Career Planner. At a minimum, this briefing should include the following:
 - a. Introduction/reintroduction of sponsor.
 - b. Unit mission and operating procedures.
 - c. Participation requirements.
 - d. Unit promotion opportunities and procedures including referral credit incentives (MCO 1130.56).
2. The SMCR Unit Career Planner will ensure that each new join receives a "Welcome Aboard" package containing the materials listed below. Each of these items should be discussed during the orientation brief:
 - a. Commanding Officer's "Welcome Aboard" letter (personalized with an original signature).
 - b. Unit chain of command.
 - c. Drilling schedule.
 - d. Copy of the current Reserve pay schedule.
 - e. Copy of unit history.
 - f. Recall roster to include useful unit phone numbers and sponsor's telephone number and address.

g. Any other material considered important by the SMCR unit.

3. After IADT the Career Planner again reviews with the Marine the enlistment contract, Statement of Understanding (SOU) for enlistment, his/her SRB, and the Orientation Briefing Sheet focusing on the new member's DD Form 1966 giving special attention to:

a. Item 4. (Current Address). Is it within a 100 mile radius of the drill Unit? If outside of the 100 mile limit refer to paragraph 3100.3g of this Order.

b. Item 5. (Home of Record).

c. Item 19. (DEP Enlistment data). The date of DEP enlistment, projected active duty date, and training/enlistment MOS.

d. Item 20. (Accession Data). Enlistment date, term of enlistment (number of years the Reservist will drill with the SMCR), and entry status; (0) - enlistment for shipment without delay or (1) - enlistment with delay prior to ship date.

e. Item 21. (Service Required Codes). Blocks 1-2 component code (K4, K8, K9, B5), blocks 22-24 (term of IADT in days) and blocks 28-70 (test score data) to include; blocks 41-43 GT, blocks 47-49 EL, blocks 50-52 CL, and blocks 53-55 MM.

f. Item 43a. (Specific Option/Program Enlisted for Military Skills, or Assignment to a Geographical area Guarantee). This is hand written by the applicant. MEPS will have added the appropriate QSN. Unit SMCR Career Planner will ensure:

(1) A six year drilling obligation for eligibility for the Montgomery GI Bill (MGIB).

(2) Contracted MOS/actual MOS (DD Form 1966 item 39 and item 43a against page 8A of the Marine's SRB).

(3) Promised bonus (SRIP), if any.

4. Problems unable to be resolved at the unit level should be reported within a week of identification via the chain of command to CMC (M&RA) for resolution. (See figure 3-5 Sample Letter on a Reserve Enlistment Contractual Problem).

RECRUITING AND RETENTION SOP

CHAPTER 3

ORIENTATION NPS/PS

SECTION 2: PRIOR SERVICE (PS)

3200. PRIOR SERVICE JOINS

1. Currently only Marine Corps Reserve PS Recruiters can recruit PS Marines for MARRESFOR units.

2. The Reporting unit Career Planner will ensure that PS joins fill MOS requirements listed on the current PS Manpower Plan.

3. Applicants desiring an interservice transfer into the Marine Corps must, obtain approval to reenlist into the Marine Corps Reserve from CMC (MRRE).

4. PS Recruiters are responsible for the administration of all continuous or broken reenlistments into the Reserve.

a. "Continuous reenlistment" is defined as the reenlistment of an individual into the Marine Corps Reserve who has been separated from the Regular Marine Corps or Marine Corps Reserve in excess of twenty f 4 hours but not more than 3 calendar months.

b. "Broken reenlistment" is defined as the reenlistment of an individual in the Marine Corps Reserve who has been separated from the Regular Marine Corps or Marine Corps Reserve for More than 3 calendar months.

5. The SMCR Unit Career Planner will monitor the MOS training of a PS accession just as he does NPS accession via the "tickler card" system. This action will ensure MOS mismatches are held to a minimum and specific T/O assignments are filled with properly trained Marines.

3201. JOINING AUTHORITY AND DOCUMENTATION

1. MARRESFOR Reporting Unit Commanders have the prerogative to accept/reject a potential PS join. If the Reporting Unit Commander rejects the applicant he will complete and sign part 5 of the PS New Member Worksheet (Fig. 3-4).

2. MCO P1001R.1 (MCCRAM) requires any PS Marine to execute a Standard Written Agreement (SWAT) of at least one year in order to join a reserve unit.

3. Before a PS applicant is joined, the Reporting Unit Career Planner will:

a. Screen the applicant and ensure that the individual is MOS qualified or qualified for retraining for a specific T/O billet.

b. Ensure that the Reporting Unit Commander interviews the applicant with the applicant's recruiter present. In the event that the Reporting Unit Commander is not available, the Reporting Unit Career Planner or Personnel Officer is authorized to conduct the interview and to accept qualified PS applicants.

4. When a PS Marine is joined to the SMCR unit, the join package may be the only source document provided to the reporting unit on the Marine until his/her SRB can be reestablished. A temporary skeleton SRB should be opened until a complete Service Record Book is obtained. ASVAB scores should be kept until the information is reflected in REMMPS. The following is a list of the documents which should be in the join package along with specific items which should be checked:

a. Marine Corps Reserve PS Checklist.

b. PS New Member Worksheet. Ensure that Part 4 of this form is signed by the Unit Commander, Executive Officer, or Career Planner. (See figure 3-4).

c. Certified DD Form 214. Ensure that the Marine possesses an appropriate RE code (Block 27).

d. REMMPS QUALITY CONTROL SEGMENT. Ensure that the accession has been posted in the unit diary system.

e. Privacy Act Statement of 1974. Check for signature.

f. Enlistment Contract (DD Form 4). Check for completion and ensure that the contractual time is for a period of at least 24 months. Note: This may not be required for individuals joining from active duty or from the Individual Ready Reserve.

g. DD Form 1966. Check for completeness and accuracy.

h. Application for Assignment to the SMCR. Ensure that the Marine's MOS and grade matches the T/O line number assigned. if not, a new basic MOS must be entered on the Marine and his old primary MOS should be run as the first additional MOS. Ensure that the Marine meets all prerequisites of the newly assigned MOS.

i. Letter of Assignment of School Quota/Agreement to Retrain. If the Marine's original primary MOS does not match the billet MOS, and formal MOS retraining is required, this MOS retraining must be conducted within the constraints agreed upon. The form detailing the new MOS retraining must be signed by the Marine.

j. PS Questionnaire/Declarations. Ensure That no disqualifying declarations have been made.

k. Medical Forms SF88 and 89. Ensure that the Marine is medically qualified for retraining, if required, check block 77 of SF93.

l. Police Check. Ensure that the individual has no criminal warrants or civil litigation pending.

m. CMC Waiver Approval. Ensure CMC letter is provided, if applicable.

n. Statement of Understanding, "USMC Policy on Illegal Use of Drugs". Ensure that the new accession is not a drug user.

o. MEPCOM 714 ADP (ASVAB Scores). If applicable, screen to ensure that the PS member has obtained the necessary test scores required for entry into the SMCR. All personnel desiring entry into the SMCR must have been tested no earlier than 1 Oct 1985. If the individual is joined as an MOS mismatch and requires retraining, the test scores must be no more than 1 year old (365 days). If specific scores are required on certain portions of the test to qualify for retraining, confirm the scores. This document should be maintained in the SRB until the scores are reflected in REMMPS.

3202. PRIOR SERVICE TRAINING ASSIGNMENTS (PSTA)

1. PS applicants who have met the prerequisites for retraining and have been joined in compliance with the current SMCR PS Manpower Plan are eligible for assignment to formal school training. PSTA (located at the Marine Corps Reserve Support Command (MCRSC) Overland Park, Kansas), will obtain the school seat and provide funding for the training.

Although a formal school cannot be assigned to a PS applicant prior to joining the unit, the convening dates of classes should be investigated by the recruiter to assist the Reporting Unit Commander in deciding to accept or to reject the applicant, and to ascertain the applicant's availability for a particular class date. To qualify for a formal school, each PS applicant must meet the following criteria:

a. Be joined to the SMCR unit in REMMPS prior to any assignment action by PSTA.

b. Execute an MOS Qualification Statement. The PS Recruiter will complete this form during the recruiting process. (Note: PSTA is responsible for tracking all MOS mismatch accessions).

c. Meet all required course prerequisites (e.g., ASVAB scores, vision acuity/color vision, eligibility for required security clearance).

d. Have a minimum of two years of contractual service remaining upon completion of training.

e. Have the required issue of uniforms on hand to attend training.

2. Fulfillment of any other administrative requirements, either prior to or subsequent to the issuance of orders, rests with the gaining unit. For this reason the SMCR Unit Commanding Officer/Officer in Charge should be briefed concerning formal retraining potential prior to accepting a new member with an MOS-mismatch. After the PS applicant joins, the only remaining responsibility of the recruiter is to provide the gaining unit with a completed join package.

3. The Career Planner will develop a program to meet PSTA tracking requirements by:

a. Reporting to the CG, MARRESFOR, unit primary and alternate personnel authorized direct liaison with PSTA.

b. Determining the Marine's availability for retraining.

c. Coordinating with PSTA, after the Marine is accessed into REMMPS, for school seat assignment.

d. Reviewing the "Tickler Card" every sixty (60) days until MOS retraining is complete.

e. Contacting CG, MARRESFOR via message in the event retraining has not commenced within nine months of join date.

f. Forwarding requests for MOS retraining substitution and/or alternate school dates via message to CG, MARRESFOR.

4. Once all PS join requirements are fulfilled, PSTA will release a message authorizing the SMCR Commanding Officer/Officer in Charge to issue orders to the PS join for active duty for retraining. This message will also provide the necessary appropriation data for funding. SMCR Commanding Officer/Officer in Charge will provide a copy of the orders for retraining to MCRSC (RSC-4E) or will notify PSTA immediately if, for any reason, orders are not issued.

RECRUITING AND RETENTION SOP

CHAPTER 3

ORIENTATION NPS/PS

SECTION 3: SPONSORSHIP PROGRAM

3300. SPONSORSHIP PROGRAM

1 . Establishment. Each SMCR unit will establish a Reserve Sponsorship Program for all newly joined Reservists as described in MCO 1001R.15. The objectives of the program are to:

- a. Familiarize the newly joined members with the SMCR unit.
- b. Instill a sense of unit membership.

2. Retention. The Reserve Sponsorship Program is a vital step in a unit's retention program. To reinforce the program:

- a. The SMCR Commanding Officer/Officer in charge will appoint a sponsor for each newly joined Marine. The sponsor should possess a similar grade and MOS if possible. The sponsor will guide the new Marine through the first three months in the unit. Marines assigned as sponsors should be highly motivated, well qualified Marines who have been in the unit for at least one year.

- b. The assigned sponsor will:

- (1) Give the newly joined Marine a tour of unit facilities.

- (2) Introduce the new member to those in the chain of command.

- (3) Assist the new member in completing administrative requirements, drawing any authorized issue from supply and answering questions, as necessary.

- (4) Ensure that the unit's operating procedures are fully understood by the new member.

- (5) Most importantly, sincerely welcome the newly joined Marine to the unit.

3. Follow-up Program.

- a. Career Planner Follow-up. Besides ensuring the effectiveness of the Sponsorship Program, the SMCR Unit Career

Planner should maintain contact with each newly joined Marine to offer assistance for the smooth transition into the unit.

b. Senior SNCO Follow-up. The SMCR unit's First Sergeant/Sergeant Major or senior SNCO should contact each newly joined Marine within the first two drill weekends after joining. This contact may help identify and resolve problems expeditiously.

c. Commanding Officer/Officer in Charge Follow-up. The unit SMCR Commanding Officer/Officer in Charge or the Career Planning Officer will ensure that:

- (1) The new member was assigned to a proper billet.
- (2) The new member was issued all necessary equipment.
- (3) The required personnel administration was completed.
- (4) The new member is thoroughly acquainted with leadership and billet responsibilities.

4. The "Tickler Card" will be used to ensure that all interviews are conducted and that appropriate follow-up action is taken, as necessary.

RECRUITING AND RETENTION SOP

NON PRIOR SERVICE RESERVE ORIENTATION CHECKLIST

INSTRUCTIONS: Part I is to be completed by RS/Recruiter and will be included in the enlistee's enlistment package for the visit to the SMCR unit for the orientation brief.

PART I

Applicant's Name

LAST
SSN

FIRST

MI

SMCR Unit

MOS

QSN

MOS School to Attend

Shipping Date

MOS School Date _____ SRIP: N/A, REBO Control No. (QSN)
Date

Does enlistee desire the Montgomery GI Bill?

YES NO

COMP Assigned: YES

NO

IIADT: YES NO

First Increment Begin Date

College

Registration Date

Second Increment Begin Date

Third Increment MCT

ROEP: YES NO

Component Code: (Circle One)

K4 B5 K9 K3
6x2 5x3 4x4 3x5

Statement of Understanding Attached: YES NO

Education: HS Senior
Non-HS Grad

HS Grad

College: 1, 2, 3, 4

Other

Remarks: _____

Test Scores: AFQT _____ GT _____ EL _____ MM _____ CL _____ Other

DOB: _____ Phone No. ()

Address:

No. Street
ZIP

City

State

Approximate Commuting Time/Distance from SMCR Unit:

Employment:

Marital Status: _____ No. of Dependents:

Recruiter's Signature

Figure 3-1.--NonPrior Service Reserve Orientation Checklist.

RECRUITING AND RETENTION SOP

NONPRIOR SERVICE RESERVE ORIENTATION CHECKLIST

Part II to be completed by Unit Career Planner or Commanding Officer.

PART II:

1. Does the enlistee help fill the MOS requirements of the unit as identified in the Reserve Manpower Plan?.....YES NO
2. Does enlistee live within 50 miles or 1 1/2 hours driving time from the Reserve unit?.....YES NO

Remarks _____

3. Does the enlistee understand the requirements for satisfactory participation?
 - a. Two days drill per month?.....YES NO
 - b. Fifteen days of active duty each year?YES NO
 - c. Haircut regulations?.....YES NO
 - d. Maintenance of weight standards?.....YES NO
 - e. Proficiency and conduct evaluations?.....YES NO
4. Is the enlistee free from any commitments that would preclude satisfactory participation? (i.e. civilian work conflict, lack of transportation, etc.).....YES NO
5. If enlisting for a particular program, does the enlistee meet the eligibility requirements and has the enlistee been briefed on the program's provisions as stated in:
 - a. Incremental Initial Active Duty Training (IIADT) (MCO 1001R.54)?.....YES NO N/A
 - b. Category P Program (MCO 1500R.36)?.....YES NO N/A
 - c. Selected Reserve Incentive Program (SRIP) (MCO 7220R.38)?.....YES NO N/A
6. Has the enlistee been provided with the address, phone number, and point of contact at the Reserve Reporting Unit?

YES NO

Figure 3-1.--Nonprior Service Reserve Orientation Checklist
--Continued.

RECRUITING AND RETENTION SOP

NONPRIOR SERVICE RESERVE ORIENTATION CHECKLIST

7. Does the enlistee know to forward his/her military address at the recruit depot to family members and to the Unit Career Planner at the Unit? (Provide the enlistee an envelope with the Unit Career Planner's address on the front).....YES NO

8. Does the enlistee understand the terms of the contractual obligation and the consequences for failing to meet the same?YES NO

9. Name of enlistee's sponsor.

10. Remarks. _____

Interviewed by _____ Date _____

_____ Date _____
Applicant's Signature

SAMPLE

Figure 3-1.--Nonprior Service Reserve orientation Checklist

RECRUITING AND RETENTION SOP

STATEMENT OF UNDERSTANDING (ROEP)

Active Reserve Drill Obligations

1. I, _____, am enlisting in the Marine Corps Reserve for a period of eight years in the Reserve Optional enlistment Program (ROEP): _____ years following assignment to Initial Active Duty for Training (IADT), satisfactory participation consists of attendance at and satisfactory performance of forty-eight (48) scheduled drills (usually one weekend per month) and not less than fourteen (14) days (exclusive of travel time) of active duty for training during each year of my contract. My remaining time will be in an Individual Ready Reserve (IRR) status.
2. I will be required to attend drills and training periods as prescribed, and I understand that failure to do so may result in my being ordered to active duty by the Commandant of the Marine Corps for a period of two (2) years less any period of active duty or active duty for training I may have already served. I also understand that my failure to attend drills and training periods could result in a less than honorable discharge. I understand that while in a drill unit (active reserve) status I will not be excused from active duty for training for the purpose of attending college.
3. I further understand that the location of my reserve unit is _____ city/state. Its Reporting Unit Code (RUC) is _____, I will report to this reserve unit for my scheduled drills on the dates and at the times I am ordered to report.
4. I understand that I must keep my Commanding Officer informed of my current address and phone number at all times. If I move, I must join another Marine Reserve Unit in the new area.
5. I realize that during the periods of active duty training and during all my scheduled drills, I will be subjected to the same disciplinary control and regulations as a member of the Regular Marine Corps.
6. I understand that I am expected to maintain the required acceptable standards of dress, hygiene, attitude, decorum, and effort during drills and annual training duty.
7. On _____, 19____, I was briefed by the Inspector-Instructor/Commanding Officer (circle one) of my future Reserve Unit.

Figure 3-2.--Statement of Understanding (ROEP).

RECRUITING AND RETENTION SOP

Inactive Reserve and Recall Obligations

8. I understand that I will be eligible for transfer from drill unit (active Reserve) status upon satisfactory completion of years service from the date of my departure for Initial Active Duty Training (IADT) and will be transferred to the IRR for the remainder of my enlistment, unless I request continued active participation.

9. I realize that I will be liable for involuntary recall to active duty in case of national emergency proclaimed by the President of the United States and I may be required to serve not more than twenty-four (24) months active duty, but that in time of national emergency or war declared by Congress, I maybe required to serve at such other times as the law may require.

Initial Training

10. I understand that I will be assigned to my initial period of active duty for training (Marine Corps Boot Camp, Marine Combat Training and MOS formal Schooling) within 270/360 (circle one) days of enlistment.

11. I understand that following my initial phase of recruit training, I will receive up to ten days leave before commencing the second phase of my training. The length of my leave may vary, dependent upon coordination of training phases.

12. My Military Occupational Specialty (MOS) has been described to me, and understand its prerequisite qualifications. The MOS for which I am enlisting is _____ (Job Title) which is designated MOS _____ (MOS Number).

13. I realize that if I am disqualified from holding this MOS billet after enlistment, due to discovery of fraudulent enlistment, serious breach of discipline, punishment under the Uniform Code of Military Justice, failure to master the training, or by my failure to maintain necessary qualifications for my MOS, I may be reassigned another MOS which serves the needs and convenience of the Marine Corps.

14. I also realize that after completion of my initial active duty training that the Marine Corps may assign me to a billet which involves responsibilities quite different from those for which I may receive training in the MOS designated above.

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

RECRUITING AND RETENTION SOP

15. I understand that during my initial period of active duty for training I will attend Marine Corps Boot Camp first, followed by Marine Combat Training and then my MOS school.

Sign to indicate that you have read the preceeding two pages in their entirety:

(Signature of Applicant for Enlistment)

Date

16. I understand that during the initial period of active duty for training, I will not be eligible to start an allotment for any special payments or bonuses prior to completion of my initial training.

Incentives and Bonuses

17. I realize that I will not be eligible for GI Bill entitlements under the current Reserve Program (which provides for educational assistance) unless I have agreed to serve at six (6) years in the active Reserve. If I already received my baccalaureate degree or its equivalent I am not eligible. I understand that I _____ (am/am not) eligible for the GI Bill.

18. I understand that I am not eligible for the Recruiter Assistant Programs.

19. I certify that I have been offered no bonuses or incentives other than those discussed above or indicated in the area below:

(If none, write "NONE").

This Statement of Understanding and your application for enlistment constitutes the entirety of your agreement with the Marine Corps. No additions or changes to these agreements are contemplated to be made at any later date. Personnel at Parris Island/San Diego or at your future Reserve unit may not change your contract except by mutual agreement and with the permission of Headquarters Marine Corps.

I understand that this "Statement of Understanding" will become an annex to my enlistment contract and agree to be bound by its terms. I realize that any subsequent changes to the provisions contained herein as required by law, Executive Order, or by other regulations will have the same force and effect as the provisions contained herein. I certify that I have read and understand my duties, responsibilities, and obligations to the Marine Corps and,

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

RECRUITING AND RETENTION SOP

in consideration of the benefits I hope to derive from my enlistment, agree to the terms outlined above.

(Signature and SSN of Applicant)

(Date)

WITNESS:

(Signature and SSN of Recruiter or MEPS MCO)

QSN:

A copy of this document will be given to each applicant upon enlistment.

SAMPLE

Figure 3-2.--Statement of Understanding (ROEP)--Continued.

RECRUITING AND RETENTION SOP
STATEMENT OF UNDERSTANDING (IIADT)

Active Reserve Drill Obligations

1. I am enlisting in the Marine Corps Reserve for eight years. The Program I am enlisting under is the Incremental Initial Active Duty for Training Option which allows two separate periods of training. For six (6) years after I began Initial Active Duty for Training (IADT), I will be a member of the Selected Marine Corps Reserve (SMCR) unit. I understand that for those six years, satisfactory participation consists of attendance at and satisfactory performance of forty-eight (48) scheduled drills (usually one weekend per month) and not less than fourteen (14) days (exclusive of travel time) of active duty for training during each year of my contract. My remaining two (2) years will be in an Individual Ready Reserve (IRR) status.

2. I will be required to attend drills and training periods as prescribed, and I understand that failure to do so may result in my being ordered to active duty by the Commandant of the Marine Corps for a period of two (2) years less any period of active duty or active duty for training I may have already served. I also understand that my failure to attend drills and training periods could result in a less than honorable discharge. I understand that while in a drill unit (active reserve) status I will not be excused from active duty for training for the purpose of attending college.

a. I understand that after recruit training (Boot Camp) I will be released from active duty and ordered back to my parent SMCR Unit. My release from active duty physical, DD 214 and final "pay and allowances" settlement will be completed prior to my release from active duty.

b. Within 1 year after recruit training, I will be ordered to a second increment of initial active duty for training until I complete the training requirements for my military occupational speciality (MOS). Subsequently I will be ordered to Marine Combat Training (except infantry MOS (03) which will attend Marine Combat Training during the second summer immediately followed by MOS training, when possible).

c. I understand that if I drop from my post secondary educational institution, I will be ordered to the first available seat for the second increment of initial active duty for training and then the Marine Combat Training.

Figure 3-3.--Statement of Understanding (IIADT).

RECRUITING AND RETENTION SOP

Sign to indicate that you have read this page in its entirety:

(Signature of Applicant for Enlistment)

(Date)

d. If it becomes aparent in the course of recruit training, that as a result of a training setback, I will not be able to complete recruit training prior to the convening date of my college/educational institution, I will be eligible for discharge per the current edition of MCO P1900.16. In such circumstances, I may, at my reuest, continue training until completion.

3. I further understand that the location of my reserve unit is _____ city/state. Its Reporting Unit Code (RUC) is _____, I will report to this reserve unit for my scheduled drills on the dates and at the times I am ordered to report.

4. I understand that I must keep my commanding officer informed of my current adress and phone number at all times. If I move, I must join another Marine Reserve Unit in the new area.

5. I realize that during the periods of active duty of training and during all my scheduled drills, I will be subjected to the same disciplinary control and regulations as a member of the Regular Marine Corps.

6. I understand that I am expected to maintain the required acceptable standards of dress, hygiene, attitude, decorum, and effort during drills and annual training duty.

7. On _____, 19____, I was briefed by the Inspector-Instructor/Commanding Officer (circle one) of my future Reserve Unit.

Inactive Reserve and Recall Obligations

8. I understand that I will be eligible for transfer from drill unit (active Reserve) status upon satisfactory completion of years service from the date of my departure for Initial Active Duty Training (IADT) and will be transferred to the IRR for the remainder of my enlistment, unless I request continued active participation.

9. I realize that I will be liable for involuntary recall to active duty in case of national emergency proclaimed by the President of the United States and I may be required to serve not more than twenty-four (24) months active duty, but that in time of national emergency or war declared by Congress, I maybe required to serve for the duration of the national emergency or war and for six (6) months thereafter,

Figure 3-3.--Statement of Understanding (IIADT)--Continued.

RECRUITING AND RETENTION SOP

and that I may be required to serve at such other times as the law may require.

Initial Training

10. I understand that I will be assigned to my initial period of active duty for training (Marine Corps Boot Camp) within 270/360 (circle one) days of enlistment.

11. My Military Occupational Specialty (MOS) has been described to me, and I understand its prerequisite qualifications. The MOS for which I am enlisting is (Job Title) which is designated as MOS (MOS Number).

12. I realize that if I am disqualified from holding this MOS billet after enlistment, due to discovery of fraudulent enlistment, serious breach of discipline, punishment under the Uniform Code of Military Justice, failure to master the training, or by my failure to maintain necessary qualifications for my MOS, I may be assigned another MOS which serves the needs and convenience of the Marine Corps.

13. I also realize that after completion of my initial active duty training that the Marine Corps may assign me to a billet which involves responsibility quite different from those for which I may receive training in the MOS designated above.

14. I understand that after completion of my initial active duty training, I will be entitled only to those payments which involves responsibility quite different from those for which I may receive training in the MOS designated above.

15. I also understand that during the initial period of active duty for training, I will be entitled only to those payments which accrue while on active duty for training. I will not be eligible to receive any special payment or bonuses prior to completion of my initial training.

Incentives and Bonuses

16. I realize that I will be eligible for the GI Bill entitlements under the current Reserve Program (which provides for educational assistance) unless I have already received my baccalaureate degree or its equivalent in which case I am not eligible. After I have received my baccalaureate degree I will cease to be eligible. I understand that I (am/am not) eligible for the GI Bill.

Figure 3-3.--Statement of Understanding (IIADT)--Continued.

RECRUITING AND RETENTION SOP

Sign to indicate that you have read this page in its entirety:

(Signature of Applicant for Enlistment)

(Date)

17. I understand that I am not eligible for the Recruiter Assistant Program.

18. I certify that I have been offered no bonuses or incentives other than those discussed above or indicated in the area below:

This information will also be used in computing the annual attrition/retention rate of the unit.

4202. Prior Service Training Assignment (PSTA)

1. PSTA located at the Marine Corps Reserve Support Command (MCRSC) in Overland Park, Kansas, is the vehicle by which newly-joined PS Marines can be retrained in an MOS compatible with Unit requirement. Although a retraining seat cannot be assigned to a PS applicant prior to joining the unit, the convening dates of classes would be investigated to my enlistment contract and agree to be bound by its terms. I realize that any subsequent changes to the provisions contained herein as required by law, Executive Order or by other regulations will have the same force and effect as the provisions contained herein. I certify that I have read and understand my duties, responsibilities, and obligations to the Marine Corps and, in consideration of the benefits I hope to derive from my enlistment agree to the terms outlined above.

(Signature and SSN of Applicant)

(Date)

WITNESS: _____

(Signature and SSN of Recruiter of NCO)

(To be completely by MEPS Liaison NCO)

A copy of this document will be given to each applicant upon enlistment.

Figure 3-3.--Statement of Understanding (IIADT)--Continued.

RECRUITING AND RETENTION SOP

PRIOR SERVICE NEW MEMBER WORKSHEET

PART 1 - APPLICANT DATA

RECRUITING NCO: _____ SOURCE CODES: _____
APPLICANT'S NAME: _____ SSN: _____ RANK: _____
PERMANENT
ADDRESS: _____ PHONE: (H): _____
PHONE: (W): _____

PART 2 - MCRSC/MSOC VERIFICATION:

CONFIRMATION CODE: _____ DATE: _____ RE CODE: _____
LAST PHYSICAL DATE: _____ WEIGHT CONTROL: _____ CRUC: _____
COMPONENT CODE: _____ REC STATUS: _____ ECC: _____ GT: _____ MG: _____

PART 3 - UNIT VERIFICATION:

A. RECEIVED _____ (APPLICANT'S) ENLISTMENT PAPERWORK
FROM _____ (SNCO) ON _____

B. ENLISTMENT/JOIN PACKAGE INCLUDES THE FOLLOWING, DOCUMENT, AS
APPLICABLE:

_____ DD FORM 214/MSQC
_____ PRIVACY ACT STATEMENT (ORIGINAL)
_____ DD FORM 4 (IF APPLICABLE)
_____ APPLICATION FOR ASSIGNMENT (IF APPLICABLE)
_____ DD FORM 1966 (IF APPLICABLE)
_____ STANDARD PHYSICAL FORM SF-88/SF-93 (IF APPLICABLE)
_____ DD FORMS (8) 369 POLICE CHECK (8)
_____ COPY OF WAIVER REQUEST & WAIVER APPROVAL (IF APPLICABLE)
_____ DRUG ABUSE FORM (ORIGINAL)
_____ STATEMENT OF UNDERSTANDING (DRUG ABUSE POLICY) (ORIGINAL)
_____ DD FORM 368, REQUEST FOR DISCHARGE OR CLEARANCE (IF APPL)
_____ MEPCOM 714 ADP, ASVAB SCORES (IF APPLICABLE)
_____ MOS QUALIFICATION STATEMENT

C. UNIT RECRUITED FOR:

PRIMARY MOS: _____ T/O: _____ LINE NO: _____
BILLMOS: _____ RUC: _____

PART 4 - UNIT ACCEPTANCE STATEMENT (USE IF APPLICANT IS FOR JOIN)

I HAVE RECEIVED AND REVIEWED THE REQUIRED DOCUMENTATION AS THE
PART 3(B) ABOVE. I HAVE ALSO VERIFIED THE APPLICANT'S HEIGHT AND
WEIGHT AS: HT _____ WT _____ WITHIN AN ACCEPTABLE STANDARDS AS PER MCO
6100.10. I ACCEPT THIS APPLICANT FOR SMCR JOIN, AS IN PART 3(C)
ABOVE.

UNIT REPRESENTATIVE DATE

RANK/TITLE

Figure 3-4.--Prior Service New Member Worksheet.

RECRUITING AND RETENTION SOP

PART 5 - REJECTION STATEMENT

I HAVE RECEIVED AND REVIEWED THE REQUIRED DOCUMENTATION AND REJECT THIS APPLICATION FOR JOIN TO THE UNIT FOR THE FOLLOWING SPECIFIC REASON(S):

UNIT REPRESENTATIVE DATE

RANK/TITLE

SAMPLE

Figure 3-4.--Prior Service New Member Worksheet--Continued.

RECRUITING AND RETENTION SOP

SAMPLE LETTER OF A RESERVE ENLISTMENT CONTRACTUAL PROBLEM

1040

G-1M

From: (Marine's Name)
To: Commandant of the Marine Corps (MRRE), Headquarters, U. S.
Marine Corps, Washington, D.C. 20380-5050
Via: (1) Commanding Officer/OIC (unit)
(2) Commanding Officer (unit)
(3) Commanding General, Marine Reserve Force
Subj: RESERVE ENLISTMENT CONTRACTUAL PROBLEM
Encl: (1) DD Form 1966 (Mandatory)
(2) Statement of Understanding (Mandatory)
(3) DD Form 4
(4) SRB Page 3 (If appropriate)
(5) SRB Page 8A (If appropriate)
(6) SRB Page 11 (If appropriate)
(7) SRB Page 12 (If appropriate)
(8) Personal Statement of Marine (Mandatory)

1. A review of my enlistment documents, enclosures (1) through (3), and appropriate SRB pages reveal that I:

- a. Was assigned an incorrect component code.
- b. Was trained in an MOS other than the MOS for which I was recruited.
- c. Have a monetary bonus problem.

2. I have included supporting documents, (enclosures if any), and a personal detailed statement in this regard (enclosure (8)). This statement may be handwritten.

3. Request assistance to resolve the identified problem.

(X. Signature)

Figure 3-5.--Sample Letter of a Reserve Enlistment Contractual Problem.

RECRUITING AND RETENTION SOP

CHAPTER 4

RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL. .	4000	4-3
SECTION 1: RECRUITING PLANS		
RECRUITING PLANS	4100	4-5
RECONCILING THE RECRUITING PLANS	4101	4-6
MODIFICATIONS TO THE RECRUITING PLANS.	4102	4-6
MOS REASSIGNMENTS.	4103	4-7
SECTION 2: REFERRAL CREDIT PROGRAM		
RESERVE REFERRAL CREDIT PROGRAM.	4200	4-9
DEFINITION OF A REFERRAL	4201	4-9
REFERRAL CREDITS	4202	4-10
BASIC ADMINISTRATION	4203	4-11
CREDIT FOR ASSISTING THE LOCAL RECRUITER	4204	4-11

RECRUITING AND RETENTION SOP

CHAPTER 4

RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

4000. GENERAL. This chapter provides detailed information concerning recruiting plans, manpower plans and the Reserve Referral Credit Program.

RECRUITING AND RETENTION SOP

CHAPTER 4

RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

SECTION 1: RECRUITING PLANS

4100. RECRUITING PLANS. In order to properly access the total recruiting requirements of MARRESFOR, two inter-related recruiting plans are produced; the Non-Prior Service Recruiting Plan and the Prior Service Recruiting Plan. The recruiting plans are derived from the Headquarters MARRESFOR manpower plan. The manpower plan is a result of the analysis of current personnel shortages combined with projected gains and losses balanced against the current IRR demographics report. This process is described in detail in the remainder of this section. Upon conclusion of the two annual recruiting conferences, the approved recruiting plans are forwarded to all MARRESFOR Sites, to be used by unit and SMCR Unit Career Planners to track and monitor reserve recruiting.

1. Manpower Plan. Each fiscal year, CG, MARRESFOR prepares a list of projected manpower needs which may be achieved by recruiting both NPS and PS Marines. This list is constructed by MOS and grade for each Unit. It is then forwarded to the unit for review. The list shows SMCR T/O requirements, current SMCR personnel strength as reported in REMMPS as well as projected gains based upon the Projected Training Completion Dates of personnel recruited from previously submitted recruiting plans. Upon completion of the Sites review, CG, MARRESFOR consolidates the information and submits both NPS and PS Recruiting Plans to HQMC and MCRSC. Headquarters Marine Corps and MCRSC then analyze MARRESFOR requirements against the capabilities of the recruiting service to fill the vacancies. On occasion, unit requirements exceed the capabilities of the recruiting service and/or the availability of formal school seats and the result may not reflect the units review of the manpower plan.

2. Supplemental Shiplist. In addition to the annual submission of the recruiting plan, a NPS Supplemental Shiplist is also prepared. This supplemental shiplist is a "wish list" of additional T/O authorized personnel in excess of the requirements already listed on the recruiting plan. The recruiting service strives to fill the recruiting plan as directed; however, the supplemental shiplist allows the recruiting service to enlist substitute and/or additional applicants for other T/O billet requirements. The supplemental shiplist is an "escape valve" for meeting NPS Recruiting Plans by giving the recruiting service the flexibility to complete its mission.

4101. RECONCILING THE RECRUITING PLANS

1. The SMCR Unit Career Planner should monitor the unit's assigned manning level by MOS and T/O line number and track any personnel enlisted for the unit who are in IADT. The Career Planner should also track the recruiting plan by QSN to determine which NPS requirements are being filled. This constant review will assist the unit in its annual review of the manpower plan for submission to CG, MARRESFOR. Each year CG, MARRESFOR will forward an Over-Short Report to each Unit. This report is used to assist in the determination of NPS and PS recruiting requirements.

2. The Over-Short Report is used to compare SMCR T/O requirements with SMCR personnel reported in REMMPS. If there is an asterisk on the "T/O" line, there are no SMCR personnel rated in this MOS; however, there are SMCR personnel with this MOS reported in REMMPS. If there is an asterisk on the "O/H" line, SMCR personnel are rated in this MOS but REMMPS does not report any "on hand". Lines indicating "over" or "under" reflect the T/O requirement as compared to the reported "on-hand" numbers.

3. The Over-Short Report may be used to compile data for manpower plan submission. The following comments apply:

a. The figures under the current year, current year + 1 and current year + 2 columns reflect the PS inbounds in parenthesis and the NPS inbounds by Projected Training Completion Dates based upon submissions of previous recruiting plans.

b. The columns on the far right indicate the projected PS in parentheses and NPS requirements. In reviewing these projections the unit should keep in mind that NPS accessions may not report to the unit for an additional 2 to 3 years beyond enlistment date.

c. The SMCR Unit Career Planner should maintain copies of Recruiting Plans in order to annotate the names of personnel recruited to fill particular QSN's listed on the plans, and to ensure that each enlistee receives an orientation brief prior to reporting to recruit training.

d. By monitoring all recruiting plans previously submitted, the SMCR Unit Career Planner should be able to compare unit manpower requirements to the unit's "on-hand" personnel and projected by name inbounds.

4102. MODIFICATIONS TO THE RECRUITING PLANS. Because of changes in T/O's or loss of personnel in the training pipelines, the recruiting plans may need to be modified. Although not always possible, these general guidelines apply:

1. The NPS Plan

a. Proposed Deletions to Quota. Submit immediately via chain of command to CG, MARRESFOR to cease unwanted recruiting.

b. NPS Current Year

(1) Additions to original quota are not possible.

(2) Additional personnel may be requested by use of the supplemental shiplist.

c. NPS Current Year + 1 and + 2 (Recruiting Plan)

(1) Additions to original quota cannot be made without concurrence of CG, MARRESFOR and CMC (M&RA).

(2) Exchange of MOS's

(a) Considered on one for one basis.

(b) Needs MARRESFOR and CMC (M&RA) concurrence.

2. The PS Plan

a. Proposed Deletions to Quota. Submit as necessary via the chain of command to CG, MARRESFOR to cease unwanted recruiting.

b. Proposed Additions. Submit as necessary via the chain of command to CG, MARRESFOR. This Headquarters will coordinate with MCRSC.

4103. MOS REASSIGNMENTS

1. The NPS Plan

a. Personnel are recruited into the SMCR to be trained in specific MOS's, to fill particular T/O line numbers, and to join specific units. Occasionally a recruit is disqualified from MOS training because of academic failure, misconduct, physical disability or because the recruit does not possess the required test scores for the promised MOS. The Marine must then be reassigned to a new MOS training track. The new MOS assignment must be an MOS which the unit rates on its T/O and one in which the unit is understaffed.

b. The reassignment of an NPS Marine to a new training track is a serious decision. The new MOS must benefit both the unit and the Marine. The Marine may not serve a full enlistment in an unwanted or disliked MOS and should be assigned a MOS that will challenge his/her talents.

c. MOS reassignments are made by the Entry Level Training Assignment (ELTA) Liaison NCO's at the various training locations or by CMC. However, it is important that the Unit or SMCR Unit Career Planner coordinate any required reassignments to ensure that the MOS reassignment is in the best interest of the unit and the Marine.

2. The PS Plan. Changes of MOS's previously requested may be made on a one for one basis and submitted as needed via the chain of command to CG, MARRESFOR.

RECRUITING AND RETENTION SOP

CHAPTER 4

RECRUITING PLANS AND RESERVE REFERRAL CREDIT PROGRAM

SECTION 2: RESERVE REFERRAL CREDIT PROGRAM

4200. RESERVE REFERRAL CREDIT PROGRAM

1. MCO 1130.56 assigns a referral credit quota to the CG, MARRESFOR which is equal to 25% of the MARRESFOR NPS Recruiting Plan. The CG, MARRESFOR, in turn, assigns quotas to subordinate SMCR units. Annually, each Unit is given a referral credit quota based on SMCR population.
2. Each Unit, will submit a monthly Referral Credit Report to CG, MARRESFOR, no later than the 5th of each month. Negative reports are required. Each Unit's Career Planner should telephonically contact the supporting recruiting station at the beginning of each month to verify the number of names of referral credits that the Unit earned during the previous month. The Referral Credit reports will be submitted by Naval Message to include referrals/attainments, Unit, Report Unit Command (RUC), FName, MInitial, LName, SSN, year to date total, and date of enlistment for applicants obtained. Disagreements should be brought to the attention of CMC (M&RA) via the CG, MARRESFOR.
3. MCO 1130.62 outlines incentives and forms of recognition for Marines making referrals. Incentives and forms of recognition are now applicable to SMCR personnel. Proper measures should be taken by each unit to promote the incentives available and to ensure that credit is given to those deserving recognition for their efforts.

4201. DEFINITION OF A REFERRAL

1. A Referral may be:

- a. An individual interested in enlisting who walks into the SMCR Unit/Unit and is interviewed by a member of the SMCR Unit/Unit. (If the individual is looking for a specific recruiter at the local recruiting substation to keep an appointment, the individual is not a unit referral).
- b. An individual contacted by a member of the SMCR Unit/Unit who decides to talk with a recruiter about enlisting.
- c. A former Marine not affiliated with an SMCR unit who decides to reenlist into the Regular Marine Corps. The former Marine must go through the SMCR Unit/Unit to the recruiting station/substation for referral credit.

d. An SMCR reservist who is assigned to Extended Active Duty (EAD) recruiter status.

e. A nonobligor, presently in the SMCR unit, who decides to reenlist into the regular component. This does not include an EAD recruiter.

4202. REFERRAL CREDITS

1. Referral credits are only given to SMCR Units/Units for providing to a recruiting station/substation or to an Officer Selection Officer (OSO) personnel who are found to be qualified for enlistment and are subsequently sworn into the Regular Marine Corps or the Marine Corps Reserve. Credit will not be given until a referral is sworn in. The procedure for qualifying a prospect as a referral credit for a SMCR Unit/Unit is:

a. Persuade the prospect to interview with a recruiter. The prospect now becomes a referral.

b. Call the referral's name into recruiting station or to the OSO.

c. Coordinate with the local recruiting station to determine which recruiting substation will process the referral.

d. Deliver the referral to the designated recruiting substation or OSO. Coordinate the method of delivery with the recruiting substation or OSO.

e. Monitor the progress of the referral with the recruiting substation or OSO. Extended delays should be reported to the Recruiting Station's Commanding Officer.

f. For an enlisted referral, ensure completion of items 1 through 6 on the Referral Card and promptly submit the card to the correct recruiting station/substation.

g. For an officer referral, ensure completion of items 1 through 6 on the Referral card to the OSO.

4203. BASIC ADMINISTRATION

1. When a Marine of the local Command informs the Career Planner that a prospect is interested in joining the Marine Corps, the Career Planner will briefly screen the prospect (age, education, and health) and complete the Referral Credit Card. This is a three-part form used to track unit referrals.

a. Part I will be retained by the unit. This card will be tracked until the prospect either enlists or is disqualified. This will ensure that the unit and the Marine making the referral receive the credit and recognition due.

b. Parts II and III will be forwarded to the local recruiting station.

4204. CREDIT FOR ASSISTING THE LOCAL RECRUITERS

1. Reserve Units/Units will not engage in direct competition with the recruiting service by canvassing school lists unless approved by the Recruiting Station's Commanding Officer. Any school lists obtained by an SMCR unit will be turned over to the local recruiting station/substation. In no case will a unit attempt to work, visit, or contact a high school/junior college/college without, prior coordination with the recruiting station/substation.

2. The means by which an SMCR unit locates prospects and generates referrals are by unit Officers and members active participation in the community.

3. On occasion activities are co-sponsored by an SMCR unit and a recruiting station. The Commanding Officer/Officers in Charge of the SMCR Unit and the recruiting station should predetermine a mutually acceptable solution for sharing the contacts for potential referral credits.

RECRUITING AND RETENTION SOP

CHAPTER 5

CAREER PLANNING MANAGEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	5000	5-3
SECTION 1: REGULAR		
REGULAR ACTIVE DUTY	5100	5-5
SECTION 2: FULL TIME SUPPORT (FTS)		
FULL TIME SUPPORT (FTS)	5200	5-7
WAIVERS AND REQUESTS.	5201	5-7
LUMP SUM LEAVE (LSL).	5202	5-7
EXCEPTION	5203	5-8
SECTION 3: SELECTED MARINE CORPS RESERVE (SMCR)		
SELECTED MARINE CORPS RESERVE (SMCR).	5300	5-9
RECORDS MANAGEMENT.	5301	5-11
INTERNAL REPORTS FOR THE COMMANDING OFFICER.	5302	5-14
FIGURES		
5-1 REGULAR ENLISTED CAREER PLANNING REPORT.		5-15
5-2 RESERVE CAREER PLANNING CONTACT RECORD		5-16
5-3 MARINE CORPS RESERVE CAREER PLANNING TRACKING CARD (TICKLER CARD)		5-17
5-4 SURVEY SHEET		5-19

RECRUITING AND RETENTION SOP

CHAPTER 5

CAREER PLANNING MANAGEMENT

5000. GENERAL. The Marine Reserve Force is a unique organization because of its personnel composition. In addition to the regular Marines stationed at each Unit, Full Time Support (FTS) and SMCR Marines provide the manpower for maintaining combat readiness. The job of the Career Planner is to inform Marines of career options available in the Regular Marine Corps or Marine Corps Reserve. The Career Planner should assist Marines in making their career decisions, as well as, propose solutions to any problems concerning reenlistment. In providing necessary assistance, the Career Planner should be familiar with the individual and possible reenlistment options. Good preparation prevents a Career Planner from appearing ignorant or disinterested and helps to maintain credibility. Every Marine, regardless of component, plays a vital role and deserves our very best leadership and retention efforts.